

**NEW: 01/05/2015**

## General Information












Task	Process Information
Using the Purchase Order (Search PCA) Page	<p>The <a href="#">Purchase Order (Search PCA)</a> page can be used to assist in the PO Close Request process. Use the <a href="#">Purchase Order (Search PCA)</a> to help identify POs that have <u>NOT</u> been 'Dispatched' which may include the following:</p> <ol style="list-style-type: none"> <li>1) POs created in GEARS by mistake or no longer needed</li> <li>2) POs with PO Status (Approved, Canceled, Denied, Open, Pending Approval/Cancelation)</li> <li>3) POs with Budget Error</li> </ol> <p>After you have identified POs that have NOT been Dispatched that are eligible to be closed, notify DPCA (Procurement) which POs should be closed (via email to DPCA). Procurement will then close the requested POs and any associated Requisitions.</p>

## GEARS Navigation

Purchasing > Purchase Orders > Review PO Information > Purchase Orders (Search PCA)	
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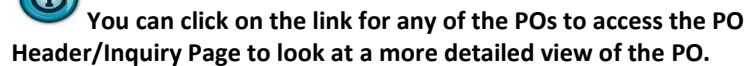
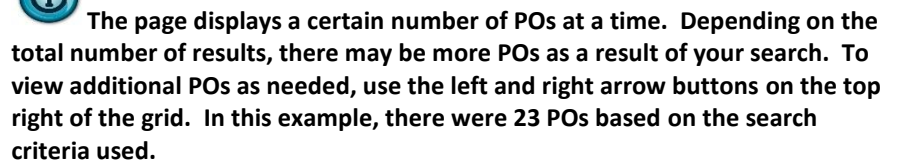
## 1.0 Process

This document is intended to provide a quick reference to using the Purchase Order (Search PCA) Page within GEARS.

STEP	ACTION	DETAILS
1.	<p><b><u>Specify the PO Selection Parameters.</u></b></p> <p>Select the criteria for your PO selection, and then click .</p> <p> To select POs that have <b><u>NOT</u></b> been 'Dispatched' for your PCA, enter parameters in the Program Cost Account (PCA) and PO Status fields. You should run a search and analyze PO results by the following PO Status: Approved, Canceled, Denied, Initial, Line Denied, Open, Pending Approval/Approved, Pending Cancel.</p> <p><b>Note:</b> POs with PO Status 'Complete' are already closed in GEARS.</p>	<p><b>Purchase Orders (Search PCA)</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p></p> <p><b>Search Criteria</b></p> <p>Business Unit: = MDJUD</p> <p>PO ID: begins with</p> <p>Contract SetID: begins with</p> <p>Contract ID: begins with</p> <p>Release Number: =</p> <p>Purchase Order Date: =</p> <p><b>PO Status:</b> =</p> <p><b>Program Cost Account:</b> begins with</p> <p>Vendor ID: begins with</p> <p>Vendor Name: begins with</p> <p>Buyer: begins with</p> <p>Buyer Name: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>  <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></p> <p> To view POs in your PCA including all PO Statuses, <u>except</u> those POs that have already been closed or dispatched, use the following parameters. Enter your PCA number in the 'Program Cost Account' field. Set the PO Status drop down to 'in', Hold the CTRL key and select Approved, Canceled, Denied, Initial, Line Denied, Open, Pending Approval/Approved, and Pending Cancel.</p> <p><b>Purchase Orders (Search PCA)</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p></p> <p><b>Search Criteria</b></p> <p>Business Unit: = MDJUD</p> <p>PO ID: begins with</p> <p>Contract SetID: begins with</p> <p>Contract ID: begins with</p> <p>Release Number: =</p> <p>Purchase Order Date: =</p> <p><b>PO Status:</b> in</p> <p><b>Program Cost Account:</b> begins with 40801</p> <p>Vendor ID: begins with</p> <p>Vendor Name: begins with</p> <p>Buyer: begins with</p> <p>Buyer Name: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>  <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></p>

**Note:** Make note of any POs that are eligible to be closed. Submit an email to DPCA (Procurement) with a list of POs to be closed.

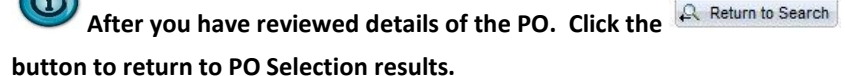
Business Unit	PS ID	Contract	Sub Contract	Business Number	Purchase Order Date	PS Status	Program	Cost Account	Vendor ID	Vendor Name	Buyer	PO Type	Purchase Order Reference	From	Print	Cancel	Process
MAJGO	0000041270	MAJGO		0	11/03/2014	Disapproved	03081		0000000562	RS DONNELLEY	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041459	MAJGO		0	11/03/2014	Disapproved	03081		0000000562	RS DONNELLEY	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041739	MAJGO		0	11/03/2014	Disapproved	03081		0000000562	MARTIN & BURGESS FORMS INC	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041739	MAJGO		0	11/03/2014	Disapproved	03081		0000000562	MARTIN & BURGESS FORMS INC	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041840	MAJGO		0	11/03/2014	Disapproved	03081		0000000562	MARTIN & BURGESS FORMS INC	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041840	MAJGO		0	11/03/2014	Disapproved	03081		0000000562	RS DONNELLEY	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041840	MAJGO		0	11/03/2014	Disapproved	03081		0000000562	RS DONNELLEY	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041840	MAJGO		0	11/03/2014	Disapproved	03081		0000000562	RS DONNELLEY	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041459	MAJGO		0	06/26/2014	Disapproved	03081		0000000562	MARTIN & BURGESS FORMS INC	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041459	MAJGO		0	06/26/2014	Disapproved	03081		0000000562	MARTIN & BURGESS FORMS INC	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041459	MAJGO		0	06/26/2014	Disapproved	03081		0000000562	MARTIN & BURGESS FORMS INC	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041459	MAJGO		0	06/26/2014	Disapproved	03081		0000000562	MARTIN & BURGESS FORMS INC	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041459	MAJGO		0	06/26/2014	Disapproved	03081		0000000562	MARTIN & BURGESS FORMS INC	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041459	MAJGO		0	06/26/2014	Disapproved	03081		0000000562	MARTIN & BURGESS FORMS INC	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041459	MAJGO		0	06/26/2014	Disapproved	03081		0000000562	MARTIN & BURGESS FORMS INC	YASBHA.FORESIGHTER	General		M			
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MAJGO	0000041459	MAJGO		0	06/26/2014	Disapproved	03081		0000000562	MARTIN & BURGESS FORMS INC	YASBHA.FORESIGHTER	General		M			
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MAJGO	0000041459	MAJGO		0	06/26/2014	Disapproved	03081		0000000562	MARTIN & BURGESS FORMS INC	YASBHA.FORESIGHTER	General		M			
MAJGO	0000041459	MAJGO		0	06/26/2014	Disapproved	03081		0000000562	MARTIN & BURGESS FORMS INC							



<b>Business Unit:</b>	MDJUD	<b>PO Status:</b>	Dispatched
<b>PO ID:</b>	000047272R	<b>Budget Status:</b>	Valid
<b>- Header</b>			
<b>PO Date:</b>	08/28/2014	<b>Doc Tot Status:</b>	Valid
<b>Vendor Name:</b>	MARYLANDUB-001	<b>Backorder Status:</b>	Not Backordered
<b>Vendor ID:</b>	0000005057 <a href="#">Vendor Details</a>	<b>Receipt Status:</b>	Received
<b>Buyer:</b>	FORRESTER YASHICA	<input type="checkbox"/> <b>Hold From Further Processing</b>	
<b>PO Reference:</b>		<b>Amount Summary</b>	
<a href="#">Header Details</a>	<a href="#">Document Status</a>	Merchandise:	11,213.20
<a href="#">Header Comments</a>	<a href="#">Matching</a>	Freight/Tax/Misc.:	0.00
<a href="#">Change Order</a>	<a href="#">Activity Summary</a>	Total:	11,213.20 USD
		Encumbrance Balance:	0.00 USD

Lines					Previous   Next   End   View All		Filter   1-10 of 14		Last
Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status		
1		CC-DC-015 Order for Emergency	CCDC_OTHER	1.5000	M	233.78 USD	Approved		
2		Form Printing Overage for CC-D	CCDC_OTHER	1.0000	AMT	23.38 USD	Approved		
3		DC-CR-005 Criminal Summons on	CCDC_OTHER	1.5000	M	263.40 USD	Approved		
4		Form Printing Overage for DC-C	CCDC_OTHER	1.0000	AMT	26.34 USD	Approved		
5		DC-CV-1 Complaint Application	CCDC_OTHER	45.0000	M	2,765.25 USD	Approved		
6		Form Printing Overage for DC-C	CCDC_OTHER	1.0000	AMT	276.53 USD	Approved		
7		CC-DC-CR-008 Bail Bond, revise	CCDC_OTHER	7.5000	M	720.38 USD	Approved		
8		Form Printing Overage for CC-D	CCDC_OTHER	1.0000	AMT	72.04 USD	Approved		
9		CC-DC-CR-009 Declaration of Tr	CCDC_OTHER	5.0000	M	326.00 USD	Approved		
10		Form Printing Overage for CC-D	CCDC_OTHER	1.0000	AMT	32.60 USD	Approved		

1



**3.**

If there were no results from the PO selection criteria, the system will return the message,

“ No matching values were found. ”.

In this example, the search parameters included, PO Status ‘Approved’ and PCA ‘40801’. At the time of running the search, there were no POs with ‘Approved’ status for that PCA.

**Purchase Orders (Search PCA)**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

Business Unit:	=	MDJUD	Q
PO ID:	begins with		Q
Contract SetID:	begins with		Q
Contract ID:	begins with		Q
Release Number:	=		Q
Purchase Order Date:	=		Q
PO Status:	=	Approved	Q
Program Cost Account:	begins with	40801	Q
Vendor ID:	begins with		Q
Vendor Name:	begins with		Q
Buyer:	begins with		Q
Buyer Name:	begins with		Q

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

No matching values were found.

**Important**

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.